

ST MARY'S BENTWORTH CE PRIMARY SCHOOL PRIVACY NOTICE (for Pupils-Parents)

Date of implementation: July 2025

Date of Review: **July 2026**



Ownership: Education Committee	Linked to: Data Protection Policy (encompasses All School Policies)
Review Committee: Education Committee, Head teacher	
Communicated to: Staff, Parents and Full Governing Body	
Evaluation: (inc links to evidence)	

St Mary's Bentworth CE Primary School is the Data Controller for the use of personal data in this privacy notice.

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services and how well our school is doing
- Statistical forecasting and planning
- Safeguarding responsibilities (including but not limited to food allergies or emergency contact details)
- To meet the statutory duties placed upon us by the Department for Education (DfE) data collections
- to comply with the law regarding data sharing
- to address inequalities

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, unique pupil number, contact details and address)
- Safeguarding responsibilities and information (including court orders and professional involvement)
- Characteristics (such as ethnicity, language, nationality, country of birth, gender and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons) and exclusions
- Assessment and attainment information (such as phonics results, post 16 courses enrolled for and any relevant results)



- Modes of travel
- Relevant medical information (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Special educational needs (including the needs and ranking)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

The categories of parent information that we collect/hold include:

- Personal information such as name, address, contact details, authorised adult for pick-up details, which we need to help the school to run properly
- Special parental circumstances which may affect your child
- Details of financial circumstances (which may affect your child)

The UK General Data Protection Regulation (UK GDPR) allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

When the personal information/data is Special Category Information/Data we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

We are required to share information about our pupils with our local authority (LA) or the Department for Education (DfE) under Regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Collecting personal information

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Storing personal data

We hold pupil data for / in accordance with our retention schedule

<http://intranet.hants.gov.uk/ccbs/ccbs-culture/archives/recordsmanagement/retentionschedules/rh-recordoffice-retintro/rms-school-records.htm>

With whom do we share pupil information?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority (Hampshire)
- the Department for Education (DfE)



- School Nurse, NHS
- SEND Team
- Trip providers, eg Calshot Centre, The Sustainability Centre, Anvil Arts, Marwell Zoo
- School management system database (Arbor) and other databases to contact parents, payment system and food voucher payments (for example Primary Site, Tucasi and Wonde)
- PTA (for certain events)

Why we share pupil information

We do not share personal information with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to our Local Authority and with the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The law allows the Department to share pupils' personal data with certain third parties, including:

- Schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime



For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>.

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under the General Data Protection Regulation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer, Mrs Gemma Newbury.

You also have the right, subject to some limitations to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO or through the courts

To contact DfE: <https://www.gov.uk/contact-dfe>.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact:

- Jo Ayres, Headteacher, or Gemma Newbury, Data Protection Officer at the School Office